

The Legal Affairs Division of the North Carolina Department of Agriculture and Consumer Services (the “Department”) provides legal advice to the North Carolina Commissioner of Agriculture and the Department’s 24 divisions. The successful candidate for this externship will assist the Legal Affairs Division in this regard. The Department aims to provide the extern with the valuable experience of working in an in-house legal department of state government supporting North Carolina’s #1 industry: agriculture and agribusiness. The Department hopes to gain high-quality work that helps the Department fulfill its goals.

The successful candidate for this externship will assist the Legal Affairs Division with: responding to public records requests; reviewing and editing contracts; reviewing and editing leases, deeds, easements, and other real property documents; conducting legal research, including federal and state constitutional, statutory, case, and administrative code law; analyzing proposed state and federal legislation and regulations and their effects on agriculture, agribusiness, and the operations of the Department; assisting with civil and appellate litigation involving or of interest to the Department; attending and representing the Department at board and commission meetings and other events throughout North Carolina; assisting the North Carolina Forest Service and State Fair Police regarding criminal matters; and other duties as assigned by the Commissioner. This is an unpaid position.

Applicants must have an undergraduate degree and must be currently enrolled in law school. Qualified applicants must document in their application materials that they possess all the following:

- Ability to develop and maintain knowledge of case, statutory, regulatory, constitutional, and common law, with an additional emphasis on Agriculture Law, Contract Law, Real Property Law, Administrative Law, Public Records, Civil and Appellate Litigation, and Criminal Law.
- Ability to develop and maintain knowledge of judicial and quasi-judicial procedure.
- Ability to:
 - interpret and apply laws, constitutions, statutes, regulations, court decisions, legal principles, and other precedent;
 - analyze facts, evidence, legal principles, and legal instruments;
 - express arguments and conclusions clearly and logically in oral and written form;
 - recognize significant issues and creatively develop strategy and tactics in cases;
 - analyze legal problems and render informal and formal opinions;
 - and establish and maintain effective working relationships.
- Prior experience in agriculture, agribusiness, public policy work, or state government is preferred but not required.

The externship will be in-person with a possibility of some remote work. The successful candidate may be asked to attend and represent the Department at board and commission meetings as well as other events throughout North Carolina, including but not limited to, Research Station field days, the Mountain State Fair, and the North Carolina State Fair. The vast majority of the extern work schedule will be weekdays, Monday through Friday, during normal business hours. However, there may be a few, rare times when the work schedule will require evenings, overnight travel, or weekend times.

Applicants must submit a cover letter, resume, list of references, legal writing sample, and law school transcript (official or unofficial). An in-person interview with the Legal Affairs Division will be required as well. Please submit all application materials to Kathy Turner, Executive Assistant for Legal Affairs, North Carolina Department of Agriculture and Consumer Services, no later than 5:00 pm on Friday, August 16, 2024. Application materials may be hand-delivered to Mrs. Turner at:

2 West Edenton Street
Raleigh, North Carolina 27601

Or electronically at:

Kathy.Turner@ncagr.gov